

Lisa Sulka
Mayor

Fred Hamilton Jr.
Mayor Pro Tempore

Anthony Barrett
Town Manager



Council Members
Charles Wetmore
Oliver Brown
Allyne Mitchell

Sandra Lunceford
Town Clerk

December 31, 2009

Renewal - 2010

To Whom It May Concern:

A current business license must be obtained each year in the jurisdiction where you are working and/or maintaining your business. It is time to renew your 2010 Town of Bluffton business license by the deadline of April 15, 2010. We request that you update your account promptly.

To calculate your 2010 business license fee, please follow these steps using the enclosed application form:

1. Enter your **total** 2009 gross income (for the Town of Bluffton) on the indicated line of the application form. **(Contractors see note below)**
2. Your annual minimum license fee has already been entered on Line A.
3. If you have exceeded the minimum in gross receipts for 2009, you will need to add your indicated rate per \$1,000 for the remaining balance and enter your calculated amount on Line B. If your gross receipts are under the minimum, leave line B blank.
4. If late, add a 5 percent penalty per month (on the sum of A & B) on Line C for each month beyond the April 15, 2010 deadline, beginning April 16, 2010.
5. Enter the total of Lines A, B and C on line D.
6. Please make check payable to: **Town of Bluffton.**

Note: Contractors having paid on contract value (gross receipts) at the time of the building issuance during 2009, will note on the attached itemized list, the job revenue reported and paid for in 2009. Please verify this list with your records and sign your name next to the total paid and return with your completed Renewal Application form. Follow steps 1 through 5 above and next to your total due on Line D, indicate and deduct your total amount paid to us in 2009 (from your itemized list) and the resulting total will be your amount due and payable to the Town of Bluffton.

If any information on the form is outdated, please update. Please note that incomplete applications will not be processed, and additional penalties will apply until paid after the due date.

If you do not plan to conduct any business in the Town of Bluffton in 2010, or if your business has closed, please contact our office for further instructions or for any other questions regarding the renewal process.

Sincerely,

Rhonda W. Patterson
Business License Administrator

20 Bridge Street P.O. Box 386 Bluffton, South Carolina 29910
Telephone (843) 706-4501 Fax (843) 757-6720